



DEPARTMENT OF THE NAVY

NAVAL TRAINING CENTER
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GREAT LAKES, ILLINOIS 60088-2845

NTCGLAKESINST 1620.1D

SJA

19 Apr 02

NTC GREAT LAKES INSTRUCTION 1620.1D

From: Commander, Naval Training Center, Great Lakes

Subj: GREAT LAKES AREA ARMED FORCES DISCIPLINARY CONTROL BOARD
(AFDCB)

Ref: (a) OPNAVINST 1620.2A

1. Purpose. To prescribe the jurisdiction, composition, duties, functions, and procedures of the Great Lakes AFDCB per reference (a).

2. Cancellation. NTCGLAKESINST 1620.1C. This instruction has been substantially revised and should be reviewed in its entirety.

3. Background. AFDCB is authorized by reference (a) to:

a. Advise and make recommendations to commanders on matters concerning eliminating conditions which adversely affect the health, safety, morals, welfare, morale, and discipline of Armed Forces personnel.

b. Ensure the establishment and maintenance of the highest degree of liaison and coordination between military commands and appropriate civil authorities.

c. The Great Lakes Area AFDCB (hereinafter referred to as "the Board" is established under the sponsorship of Commander, Naval Training Center (CNTC), Great Lakes, Illinois. The Board shall operate in compliance with the policies and procedures set forth in Appendix B of reference (a).

4. Information

a. Jurisdiction. The jurisdictional area of the Board is defined to encompass those sections of northern Illinois and southern Wisconsin in which Armed Forces personnel from the Great Lakes Naval Complex and Fort Sheridan Army Post normally take liberty. As such, it includes the northern Illinois

counties of Cook and Lake, and the southern Wisconsin counties of Milwaukee, Racine, and Kenosha. Although the foregoing description will be adequate in most situations, nothing herein contained shall be construed to limit or negate the inherent authority of the Board of CNTC, Great Lakes, Illinois, to extend its jurisdiction into the surrounding areas when the need arises.

b. Composition. The Board will be composed of a President, counsel, voting members, nonvoting members, and advisors.

(1) The Deputy Commander, Naval Training Center, is the President of the Board. The Staff Judge Advocate, Naval Training Center shall serve as counsel to the Board. A majority of voting members shall constitute a quorum.

(2) Voting Members

Commander, Naval Reserve Readiness Command Midwest
Commanding Officer, Naval Station, Great Lakes
Commanding Officer, Recruit Training Command, Great Lakes
Commanding Officer, Service School Command, Great Lakes
Commanding Officer, Naval Hospital Corps School, Great Lakes
Commanding Officer, Naval Hospital, Great Lakes
Commanding Officer, Naval Dental Center, Great Lakes
Commanding Officer, Personnel Support Activity, Great Lakes
Commanding Officer, Transient Personnel Unit, Great Lakes
Commander, U.S. Military Entrance Processing Command
Commanding Officer, Naval Reserve Activity, Great Lakes
Commanding Officer, Naval Reserve Center, Great Lakes

(In the event of a tie vote, the President shall be entitled to cast one vote to break the tie.)

(3) Nonvoting members

Staff Chaplain, Naval Training Center, Great Lakes
Officer in Charge, Construction Battalion Unit 401
Director of Security, Naval Station, Great Lakes
Public Affairs Officer, Naval Training Center, Great Lakes
Equal Opportunity Advisor, Naval Training Center, Great Lakes
Safety Manager, Naval Station, Great Lakes
Director of Family Housing, Naval Station, Great Lakes

Director for Administration, Naval Hospital, Great Lakes
Security Officer, Naval Hospital, Great Lakes
Command Master Chief, Naval Training Center, Great Lakes
Director, Fleet/Family Support Center, Naval Station, Great
Lakes
OIC, Naval Legal Service Office, North Central Detachment Great
Lakes
OIC, Trial Service Office, East Detachment Great Lakes

(4) In addition, any military command or activity in the area served by the Board and not represented in the membership of the Board is invited and encouraged to send a representative to the meeting as an advisor.

(5) Representation of civil agencies concerned with law enforcement, health, and welfare, within the jurisdictional area of this Board (Chiefs of Police, Sheriffs, representatives from Real Estate Boards, Chambers of Commerce, Better Business Bureaus and similar organizations) may be routinely invited to attend all meetings as advisors to the Board.

5. Action

a. Duties and Functions of the Board

(1) To meet in regular session semi-annually, or as may be directed by the President.

(2) To receive and take appropriate action on reports of the following conditions in the area within its jurisdiction:

- (a) Disorders and lack of discipline.
- (b) Prostitution.
- (c) Sexually transmitted diseases.
- (d) Liquor violations.
- (e) Racial and other discriminatory practices.
- (f) Alcohol and drug abuse.
- (g) Drug abuse paraphernalia.

(h) Criminal or illegal activities involving cults or hate groups.

(i) Illicit gambling.

(j) Areas susceptible to terrorist activity.

(k) Unfair commercial or consumer practices.

(l) Other undesirable conditions that may adversely affect members of the military or their families.

(3) Report to all major commanders in the Board's area of jurisdiction:

(a) Any of the conditions cited in paragraph (2) above.

(b) The Board's recommended action as approved by the Board's sponsoring commander.

(4) Coordinate with appropriate civil authorities on problems or adverse conditions existing within the Board's area of interest.

(5) Make recommendation to commanders in the Board's area of jurisdiction concerning the off-installation procedures to prevent and control undesirable conditions.

b. Procedures

(1) The Board shall normally operate on the basis of written complaints received from area commands, although information received from other sources may be used to initiate Board action. Valid complaints shall be investigated, and the owner or other appropriate person in control of the establishment or area under investigation shall be afforded an opportunity to appear before the Board to respond to the complaints. Any recommendation by the Board for adverse action will be based on express findings of fact supporting such action. CNTC Great Lakes, Illinois, will inform the appropriate

individual by letter of any action taken. Action shall be in accordance with Appendix B of reference (a) prescribing "off limits" procedures. The Board will act expeditiously in individual cases which merit urgent attention.

(2) In emergencies, commanders may temporarily declare establishments or areas "off-limits" to service members subject to their jurisdiction. The circumstances for the action will be reported as soon as possible to CNTC, Great Lakes, Illinois.

(3) Meetings of the Board shall be open to interested members of the public, unless the President determines that information of a confidential nature will be revealed, in which case the President may order portions of the meeting at which such information will be revealed to be closed to persons without a proper official interest in the proceedings.

(4) During deliberations and voting on recommendations, the meeting of the voting members shall be closed to all persons except the President, Counsel, and the members entitled to vote.

c. Meetings. The time and place of Board meetings shall be determined by the President, as may be required. Special meetings may be convened at any time to consider matters that require immediate attention. Members shall be informed of the time and place of Board meetings by appropriate correspondence.

d. "Off-Limits" Declaration. "Off-limits" declarations shall be prepared in the form of CNTC directives by the counsel and shall be issued by CNTC, Great Lakes, Illinois.


A. E. RONDEAU

Distribution:

NTCGLAKESINST 5216.5M

LIST I, II (Case B), III-A, III-C, IV, IX, IX-B